

**SENATE FISCAL AGENCY**  
**Job Description**

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**POSITION TITLE:** Bill Analysis Secretary

**IMMEDIATE SUPERVISOR:** Associate Director/Bill Analysis Coordinator

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**SUMMARY:** Responsible for all secretarial duties for the Bill Analysis Unit including production, coordination, and distribution of bill analysis products. Acts as backup for Unit Secretaries at the request of the Executive Secretary/Administrative Assistant.

**DUTIES AND RESPONSIBILITIES:**

1. Performs accurate and timely word processing and proofreading of all analyses, Public Acts, Administrative Rules, Michigan Compiled Laws reference numbers, issue papers, reports, and correspondence for the Bill Analysis Unit.
2. Ensures that bill analyses are sent to the Senate Floor in time for session.
3. Maintains legislative and fiscal bill folders and records.
4. Responds to outside requests for analyses.
5. Assists management in designing, formatting, and editing for consistency in Agency products.
6. Performs other duties as assigned by the Bill Analysis Coordinator or the Executive Secretary/Administrative Assistant.
7. Works overtime as required.

**SKILLS AND ABILITIES:**

1. Extensive word processing skills.
2. Working knowledge of Microsoft Office 2010, Adobe Acrobat, and Internet Explorer. Ability to convert documents into PDF format.
3. Knowledge of correct English usage, spelling, and punctuation.
4. Ability to prioritize workloads during stressful situations occurring as a result of short deadlines.
5. Ability to use diplomacy, discretion, and judgment in giving out information.
6. Serve on internal Senate Fiscal Agency committees.
7. A professional manner in handling calls and requests for bill analysis information.

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**Note:** In addition to the above, the Bill Analysis Secretary also possesses the same qualifications as listed in the Unit Secretary Job Description. This list is not intended to be exhaustive. Responsibilities and duties may change at the discretion of the Director of the Senate Fiscal Agency, his or her designee, or the Associate Director/Bill Analysis Coordinator.